



**FY2016 Creative and Open Space Modernization Grant  
REQUEST FOR APPLICATIONS (RFA)**

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**Release Date of RFA:** August 7, 2015

**RFA ID #:** DMPED - COSM – 016- 708211

**Submission Deadline:** Rolling application through Wednesday, June 1, 2016 at 4pm

***Please note that all applications must be submitted electronically. Incomplete applications or those submitted after the deadline will not be accepted.***

**Submission Details:** Online submissions only. Please submit your complete application (including attachments) through the ZoomGrants portal on the website for the Office of the Deputy Mayor for Planning and Economic Development (DMPED): [www.dmped.dc.gov](http://www.dmped.dc.gov).

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**Availability of RFA:** Download from DMPED's website: [www.dmped.dc.gov](http://www.dmped.dc.gov)

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## **I. Introduction**

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is soliciting grant applications from qualified businesses that lease space in the District of Columbia. The purpose of the Creative and Open Space Modernization Grant is to foster the development of creative and technology-focused businesses in the District, increase the District's tax base, and create new job and economic opportunities for District residents, especially those who live and/or work in underserved and overlooked communities. Grant funds will be utilized to assist grantees with tenant improvements connected with a lease signed after July 1, 2015 for office space that is located in the District. Funding for this program is authorized from the Creative and Open Space Modernization Emergency Amendment Act of 2015, passed on an emergency basis on June 30, 2015 (enrolled version of Bill 21-0283), and any subsequent emergency and permanent legislation. Total funding availability for this grant program in Fiscal Year 2016 (FY16) is \$2,000,000.

## **II. Eligible Funding Uses**

The grant is intended to assist qualified businesses that seek to complete tenant improvements connected with a lease signed after July 1, 2015 for office space in the District of Columbia. Grant funds can only be applied towards qualified tenant improvements as defined in D.C. Official Code § 47-4664(a)(8): improvements made pursuant to a lease or a sublease by a tenant or a directly related entity that are substantially completed no later than one (1) year after lease commencement.

## **III. Service Areas**

The grant is available to qualified businesses that lease office space anywhere within the boundaries of the District of Columbia.

## **IV. Eligible Applicants**

Eligible applicants for this grant are Qualified High Technology Companies ("QHTC"s), as defined in D.C. Official Code § 47-1817.01(5), which meet all of the following requirements:

- Lease or sub-lease at least 50,000 square feet of office space within the District of Columbia
- Will maintain site control of this office space for at least twelve (12) years after the date of grant application
- Will provide a public benefit that will have a material, positive impact on the District of Columbia

Preference will be given to applicants that:

Demonstrate a commitment to the District of Columbia, with an emphasis on underserved and overlooked communities

- Provide jobs or training opportunities to District residents
- Have signed or will sign a lease by October 1, 2015

- Provide a high return on investment through a small request, a high rate of District resident employment, and/or a significant amount of leased space

## **V. Grant Disbursement**

This is the first part of a proposed two-part incentive for creative and open space modernization in the District of Columbia. The proposed program would offer up to \$5 million over 5 years for eligible companies which would be based on up to 50% of the cost of eligible uses. More details can be found in the Creative and Open Space Modernization Emergency Amendment Act of 2015 (enrolled version of Bill 21-0283)]. Under this RFA, DMPED is making available a one-year grant that will serve as the first year of the five-year incentive. The grant amount can be up to 10% of the total eligible uses, no more than \$1,000,000 per eligible applicant. Grant funding will be disbursed at time of grant agreement execution. This one-year program will be aligned with the proposed tax rebate program for up to four additional years, allowing eligible applicants up to five years of total incentive and up to 50% of total eligible costs, with a cap of \$5 million per eligible applicant.

## **VI. Application Review & Awards**

To ensure fair assessment of grant applications, DMPED will convene a diverse review panel to evaluate eligible applications and submit recommendations for funding. The review panel will consist of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel members will review and score applications and submit recommendations for grant awards to the Deputy Mayor. Awards will be made on a rolling basis through Wednesday, June 1, 2016 or until funding is fully committed.

## **VII. Submission Guidelines**

All applications must be submitted via the ZoomGrants online application system. Please submit all attachments in PDF format.

Applications must be submitted electronically no later than Wednesday, June 1, 2016 at 4pm. All applications will be recorded upon receipt. Applications received after 4pm sharp on June 1, 2016 will not be considered or forwarded to the review panel for consideration. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for unreadable, incomplete, and/or out of order submissions.

## **IX. Contact Person**

LaToyia Hampton, Grants Manager  
Phone: (202) 724-7648  
Email: [latoyia.hampton@dc.gov](mailto:latoyia.hampton@dc.gov)

## **X. Terms and Conditions**

Funding for this grant is contingent on continued funding from the grantor. This RFA does not commit DMPED to make a grant award.

DMPED reserves the right to accept or deny any or all applications if DMPED determines it is in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects their application. DMPED reserves the right to suspend or terminate an outstanding RFA. DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of this RFA, or to rescind this RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to this RFA. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DMPED may enter into negotiations with an applicant and adopt a firm funding amount or other revisions to the applicant's proposal that may result from these negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DMPED; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of this RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **XI. Scoring Criteria**

Applications will be evaluated based on the 125-point scoring criteria outlined below. Points will be awarded based on the size of the benefit proposed by the applicant in comparison to the size of the applicant's funding request.

### **A. Community Benefits (25 points)**

Up to 25 points based on the applicant's proposal to complete the following activities:

1. Host Summer Youth Employment Program participants
2. Provide training, internships, and/or mentorship for District of Columbia residents and/or communities beyond what is offered through the normal course of business

3. Provide innovation-and-technology-oriented educational opportunities for students in the District of Columbia
4. Provide contracting opportunities for Certified Business Enterprises (CBEs) during build out or renovations and during the course of business operations
5. Provide low-income, underserved, and/or overlooked individuals and/or communities in the District of Columbia with reduced-price or free community space, commercial space, products and/or services

**B. DC Resident Employment (25 points)**

Up to 25 points based on the applicant's current and projected numbers of District resident employees

**C. Commitment to the District of Columbia (25 points)**

1. Up to 10 points if the applicant has been headquartered in the District of Columbia for at least the past five (5) years and shows proof of positive contributions to District residents and communities, especially those that are underserved and overlooked
2. Up to 5 points if the applicant has been headquartered in the District of Columbia for less than five (5) years or plans to be headquartered in the District moving forward and shows proof of positive contributions to District residents and communities, especially those that are underserved and overlooked
3. Up to 10 points if the applicant falls into one or more of the Certified Business Enterprise (CBE) categories listed below as defined and certified by the DC Department of Small and Local Business Development (DSLBD):
  - a. Small Business Enterprise – 3 points
  - b. Resident-Owned Business – 5 points
  - c. Longtime-Resident Business – 5 points
  - d. Local Business Enterprise – 2 points
  - e. Business Located in Enterprise Zone – 2 points
  - f. Disadvantaged Business Enterprise – 2 points
  - g. Veteran-Owned Business Enterprise – 2 points
  - h. Local Manufacturing Business Enterprise – 2 points

**D. Economic Impact and Return (50 points)**

Points will be awarded per the table below based on the ratio of total projected direct tax revenues (property tax, business taxes, and income taxes for the business and DC resident employees) over first five (5) years post-grant disbursement compared to the size of the applicant's funding request:

<b><i>Ratio of funding request to projected tax revenues</i></b>	<b><i>Points</i></b>
< 1	0
1 - 2	1 - 10
2.1 - 3	11 - 20
3.1 - 4	21 - 30
4.1 - 5	31 - 40
> 5	41 - 50

For example, if the total projected direct tax revenues over 5 years are \$3 million and the funding request is \$1 million, the ratio is 3:1 (or 3) and the application would receive 20 points.

## **XII. Certifications and Assurances**

- A. *Insurance Requirements.* The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement (OCP).
1. **GENERAL REQUIREMENTS.** The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A-VIII or higher. The grantee shall require all of its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.
    - a. Commercial General Liability Insurance. The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under the grant.
    - b. Automobile Liability Insurance. The grantee shall provide automobile liability insurance to cover all owned, hired, or non-owned motor vehicles used in conjunction with the work performed under the

grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

- c. Workers' Compensation Insurance. The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.
  - d. Employer's Liability Insurance. The grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
2. DURATION. The grantee shall carry all required insurance until all work performed under the grant is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.
  3. LIABILITY. These are the minimum insurance requirements established by the District of Columbia. HOWEVER, THE MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THE GRANT.
  4. GRANTEE'S PROPERTY. The grantee and sub-grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
  5. MEASURE OF PAYMENT. The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all of the costs of insurance and bonds in the grant price.
  6. NOTIFICATION. The grantee shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to the Contracting Officer.
  7. CERTIFICATES OF INSURANCE. Prior to commencing any work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage as specified above. The grantee shall submit evidence of insurance to:

Office of Contracts, Procurement and Grants  
Government of the District of Columbia  
Office of the Deputy Mayor for Planning and Economic Development  
1100 4<sup>th</sup> Street SW, Suite E500  
Washington, DC 20024



- B. *Nondiscrimination in the Delivery of Services*. In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion be denied the benefits of, or be subjected to discrimination under, any program activity receiving DMPED funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to: • The Americans with Disabilities Act of 1990 • The Hatch Act, Chap. 314 • The Occupational Safety and Health Act of 1970 • Lobbying Disclosure Act • Drug Free Workplace Act of 1988; and • District of Columbia Human Rights Act of 1977 and DC Language Access Act of 2004.